

## **POLICE LIEUTENANT**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

Assists in the planning, directing, and supervision of the operations of the police department. Performs related work as required.

Work of this class involves a high degree of ability and responsibility in assisting in directing the law enforcement, crime prevention, traffic control, keeping of jail, administrative, and other activities attached to the police department. The lieutenant is required to be on duty or subject to call at all times.

### **EXAMPLES OF WORK**

(Any one position of this class may not include all duties listed nor do listed examples include all duties which may be found in positions of this class.)

Assists the chief, if so directed, in organizing the work of the department into divisions, bureaus, or other units, as may be helpful to efficient management and operations and dividing the personnel into forces or platoons for the effective performance of departmental activities, or as may be required by law.

Assists in directing and supervising generally or specifically, as the needs of the service may require, all activities of the department.

Instructs subordinate officers as to methods, procedures, and policies.

Assigns tasks to subordinates, and reviews operations, as directed by the chief.

Investigates complaints.

Directs raids and makes arrests, as necessary or as directed by the chief.

Checks all arrests and dispositions thereof.

Personally supervises and assists in the investigation of all major crimes or serious offenses committed in the city.

Makes frequent inspections of the jail, care of prisoners, movable and immovable property, and personal appearance of all personnel on beats and at headquarters.



Provides and maintains procedures for the preparation, maintenance and disposition of departmental records and reports of activities.

Receives reports and checks work of subordinates for compliance with law and established procedures, personal knowledge of activities, and efficiency in performance.

Establishes contacts and arranges for receiving and giving reports, records, and assistance to other law enforcement agencies.

Cooperates with social welfare agencies, civic clubs and organizations, and the general public in preventing juvenile delinquency, crime, bettering the common good, and protection of society.

Assists in the preparation of departmental budget and operates within it.

Dispenses information to the public regarding city ordinances, departmental policies, objectives, and activities.

Keeps records, answers correspondence, and prepares reports.

Promotes peace and harmony among the employees of the department.

#### **QUALIFICATION REQUIREMENTS**

Must meet all requirements of The Municipal Fire and Police Civil Service Law.

Must have one (1) year's experience as a regular and permanent employee in the class of Police Sergeant.

Must have a high school diploma or a certificate of equivalency issued by a state department of education.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

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